Policies and Procedures to be followed by All Departments, Schools and/ or Colleges, requesting use of the SON Simulation Learning Center (SLC)

(SON faculty to follow established request process)

The primary purpose of the UNCW School of Nursing Simulation Learning Center is to meet the clinical education needs of nursing students. Through the use of simulation, we strive to create a realistic environment and a powerful learning experience that promotes cognitive, affective and psychomotor development of the student. Should a Department, School or College other than the SON, wish to seek utilization of the SLC the following process must be followed.

1. **A planning meeting** between the requesting UNCW department, school and/ or college and the SLC Coordinator must be arranged at least 2 weeks before a request form is submitted for consideration. Request for a meeting may be made by phone, 910.962.3201 or email, cunninghamr@uncw.edu.

2. At this planning meeting, discussion will focus on:
   a. Reason for use of SLC and proposed activity
   b. Individuals requesting use
   c. Number and type of participants
   d. Suggested dates and times for use
   e. Need for support personnel (ex. IT, AV)
   f. Required equipment
   g. Policies and procedures of SLC
   h. A tour of the SLC will be provided if necessary

3. Following this planning meeting, a Request Form must be submitted to the SLC Coordinator for review. Request form found at [http://uncw.edu/simlab/documents/userrequestforslc.doc](http://uncw.edu/simlab/documents/userrequestforslc.doc)

   Factors affecting this decision include:
   a. Current SLC reservations
   b. Ability of the SLC to meet objectives for proposed activity
   c. Adequacy of resources (personnel, equipment)
   d. Hours of SLC operation

4. Following submission of the Request Form, a notification of approval status will be communicated to the requesting Department, School or College.

5. Prior to approved use of the SLC, the following must occur:
   a. Participants will sign an agreement form to follow SLC policies [link to policies on website]
   b. Participants will sign the Audiovisual Release Form.
   c. Both forms must be sent to the SLC Coordinator prior to the scheduled activity.
   d. Method and time of access to SLC will be identified.

6. Following use of the SLC, the requesting Department, School or College, will be asked to complete an **Evaluation of the SLC Experience.**